



Enquiries to: Katie Fischer  
Date Prepared: 06 November 2023  
Telephone: (07) 4932 5016  
File Ref: Dr Igar Tarasyuk | BH

**Central Queensland  
Hospital and Health Service**

Dr Igar Tarasyuk  
Unit 36, 19 Shine Court  
BIRTINYA QLD 4575

Email: igar.tarasyuk@gmail.com

Dear Dr Tarasyuk

I welcome your continued contribution to Queensland Health and am pleased to inform you that approval has been given to offer you continuing employment at Central Queensland Hospital and Health Service (CQHHS) in the following position with associated entitlements:

#### Position Details

<b>Position Number:</b>	30473794
<b>Position Title:</b>	Registrar
<b>Department:</b>	Medicine
<b>Employer:</b>	Central Queensland Hospital and Health Service
<b>Locations:</b>	Designated Facility: Rockhampton Hospital Additional Facilities: Gladstone, Emerald, Biloela and Moura Hospitals, Capricorn Coast Hospital and Health Service; Mount Morgan, Woorabinda, Blackwater, Springsure, Theodore and Baralaba Multipurpose Health Services; Rockhampton Community Health Service
<b>Classification:</b>	MEDREG.05 (level 8)
<b>Award:</b>	Medical Officers (Queensland Health) Award – State 2015 in conjunction with the Medical Officers' (QH) Certified Agreement No. 6 (2022) (MOCA6).

#### Employment Details

<b>Employment Status:</b>	Temporary Full Time
<b>Hours per fortnight:</b>	76 Hours
<b>Gross Salary:</b>	\$5,451.10 per fortnight

**Office:**  
Medical Workforce Support Unit  
Central Queensland Hospital and Health Service  
Rockhampton Hospital, 2-80 Canning Street  
ROCKHAMPTON QLD 4700

**Postal:**  
PO Box 871  
ROCKHAMPTON  
QLD 4700

**Phone:**  
(07) 4920 6764  
(07) 4920 6489

**Email:**  
CQHHS\_JMORecruit@health.qld.gov.au

<b>Accommodation:</b>	CQHHS offers 4 weeks shared accommodation on arrival to enable you this time to source and secure your own accommodation. This accommodation is provided free of charge if you are unaccompanied. However, if you are accompanied by family members, accommodation will be provided on a cost recovery basis and as a general rule this is equivalent to either market value rent or the operational cost required to maintain the property.
<b>Professional Development Assistance:</b>	<p>In accordance with Clause 7.2 of MOCA6, Resident Medical Officers (RMOs) other than Interns are entitled to accrue 1.6 weeks of Professional Development Leave per year (pro rata for part time employment) in addition to existing exam leave entitlements. This leave may be accumulated for a period of up to five (5) years as long as the RMO remains in continuous employment with Queensland Health as a RMO.</p> <p>In accordance with Clause 7.3.2 of MOCA6, RMOs other than Interns and those RMOs in receipt of the Vocational Training Subsidy in accordance with Clause 7.3.1 of MOCA6 will be entitled to Professional Development Allowance payment of \$2,563 per annum (pro rata for part time employment) from 1 July 2023, \$2,640 per annum (pro rata for part time employment) from 1 July 2024. This allowance will be paid fortnightly.</p> <p>In accordance with Clause 7.3.1 of MOCA6, all RMOs who confirm their acceptance and remain in a vocational training program will be entitled to the payment of a vocational training subsidy of \$4,274 per annum (pro rata for part time employment) from 1 July 2023, \$4,402 per annum (pro rata for part time employment) from 1 July 2024. This allowance will be paid fortnightly with payment to commence from the first day of the pay period following the RMO's acceptance onto the training program. The RMO is to provide satisfactory evidence of their acceptance as a vocational trainee with one of the specialty colleges. Backdating will not exceed a period of three (3) months from the provision of evidence unless in exceptional circumstances.</p> <p>Where a RMO ceases to participate in a vocational training program, they will advise their employer in writing of their change in status within seven (7) days of ceasing to be a vocational trainee. All overpayments made as a result of non-compliance with this clause will be fully recoverable by the employer.</p>
<b>Duties</b>	Your duties are set out in your position description. You are required to perform those duties and such other duties for which you are registered in Queensland that are within your skills, qualifications and competencies as reasonably required by your employer from time to time.
<b>Compliance with policies and procedures:</b>	You agree to comply with all applicable policies and procedures as amended from time to time. The policies and procedures do not form terms of your employment contract.
<b>Roster:</b>	You are required to complete all shifts in accordance with the Unit roster, including the after-hours on call roster.

<b>Medical Registration:</b>	<p>You must notify the Medical Workforce Support Unit if there is a change to your registration status. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>the provision of an undertaking by you to the Australian Health Practitioners Regulation Agency (AHPRA);</li> <li>if new conditions are imposed;</li> <li>or reprimands are given by AHPRA.</li> </ul>
<b>Provider Number:</b>	You are required to obtain and maintain a provider number from Medicare Australia for all Central Queensland Hospital and Health Service locations of practice.
<b>Appointment Expenses:</b>	<p>You will be entitled to reimbursement of relocation costs from location at time of recruitment, based on actual expenses supported by two quotes and receipts, as per the attached Medical Officer General Terms and Conditions of Employment.</p> <p>Assistance with appointment expenses to this role can be discussed with the Medical Workforce Support Unit on (07) 4920 6764.</p>
<b>Fringe Benefit Tax:</b>	<p>Employees need to be aware that anything Queensland Health reimburses you for, or otherwise provides you, are fringe benefits which will have Fringe Benefits Tax (FBT) implications to consider. This is the case whether or not you are entitled to the fringe benefit, or the employer has otherwise agreed to provide it to you. So, you are aware of your obligations and responsibilities, please refer to the Attachment A at the bottom of this Letter of Offer.</p> <p>Employees are to be aware that if they are rotating to a "for profit" private hospital that they will not be eligible for the exemption cap during this period and may need to review their salary packaging arrangements to avoid incurring a personal FBT liability.</p>

### Period of Employment

<b>Commencement Date:</b>	Monday, 05 February 2024 (or other date as mutually agreed)
<b>End Date:</b>	Sunday, 02 February 2025

Your appointment is for a temporary period. Continuation or extension of employment in this position cannot be guaranteed beyond the end date stated above. Please note that your employment may be terminated, by either party, in accordance with the termination clause in the abovementioned Award or other industrial instrument relevant to your employment.

It is an expectation that all employees of Central Queensland Hospital and Health Service will model behaviours consistent with the values of Care, Integrity, Respect and Commitment at all times.

It is a mandatory condition of employment for this role to be vaccinated against, and remain vaccinated against, certain vaccine preventable diseases (VPD) as outlined in the [Health Employment Directive NO. 01/16](#). Your offer of appointment to this role is therefore conditional on providing evidence of your vaccination and your consent and agreement to maintain vaccinations as required.

Under direction of the Minister for Health in accordance with the Public Health Act section 362B your appointment to this role is subject to your agreement to be vaccinated against influenza.

Your appointment will be subject to the provision of evidence of, and maintenance of, medical registration with the Australian Health Practitioner Regulation Agency. Your medical registration and proof of identity is to be sighted by Medical Workforce Support Unit prior to your commencement.

Your continued employment is subject to you maintaining a current visa with appropriate working rights in Australia. Should your visa expire and you no longer have the right to work legally in Australia, your employment with the Employer will cease immediately, as is required by law.

You must notify the Director of Medical Services:

- If you become aware that you have developed a condition which would limit your ability to safely practice your specialty;
- If there is a change to your registration status. This includes but is not limited to the provision of an undertaking to the Australian Health Practitioners Regulation Agency (AHPRA); if new conditions are imposed or reprimands are given by AHPRA;
- If your contact details (i.e. home/business/email/telephone details) change.

This appointment is subject to the aged care criminal history check in accordance with the *Aged Care Act 1997* which requires Queensland Health employees engaged in aged care services to have a current National Police Certificate.

CQHHS is encouraging clinicians to use the rostering system called "Find My Shift". Find My Shift is not an application supported within the Queensland Health ICT framework and you need to be aware that the application allows the review of rosters external to the Queensland Health network.

Whilst CQHHS takes its obligations to protect your privacy and information seriously, it is not responsible for the content or the privacy practices of other websites or applications. Prior to considering the use of Find My Shift, you are encouraged to review the Find My Shift privacy policy.

As use of the application is encouraged you will be required to provide your information to the relevant Department secretary for submission and an email will be sent directly to your Queensland Health email account for set up.

Please familiarise yourself with the [CQHHS Clinical Governance Framework](#), which outlines the key components of the CQHHS clinical governance systems that are essential for our health service to achieve integrated corporate and clinical governance and support the delivery of safe, high quality and person centred care.

Enclosed is the Queensland Health General Terms and Conditions of Employment which you must familiarise yourself with. Once you have read and understood this document, please forward your signed Acceptance of Offer to Medical Workforce Support Unit within seven (7) days of receipt of this letter.

In addition, all employees of CQHHS are required to identify and disclose any conflict of interest or engagement in other employment both upon commencement of employment and at any time that this might occur during employment with CQHHS. The Human Resources policy can be found at [https://qheps.health.qld.gov.au/data/assets/pdf\\_file/0033/1471659/cq\\_h53.pdf](https://qheps.health.qld.gov.au/data/assets/pdf_file/0033/1471659/cq_h53.pdf) and this policy document contains the forms to be completed if there is any conflict of interest and/or additional employment.

Prior to commencing clinical duties, you must report to the Medical Workforce Support Unit. This will enable your appointment arrangements to be finalised.

All new employees are required to attend the Health Service's Orientation Program. Your supervisor will advise you of the arrangements for you to attend.

The team at CQHHS would like to invite you to complete an Entry Survey. Your participation in this survey will enable CQHHS to identify what we do well and what we can improve to welcome our new CQHHS employees during attraction, recruitment, selection and onboarding. Your feedback will contribute to strengthening the workforce to support delivery of the CQ Health Strategy Destination 2030 Great Care for Central Queenslanders

Please complete the survey at [CQHHS New Starter Entry Survey - Central Queensland Hospital and Health Service - Citizen Space](#) within three months of your commencement date. A copy of the Entry Survey has been included in your new starter pack with return details.

The Queensland Government recognises your entitlement to join a registered union. Whilst you are not obliged to join a union, the Government encourages its employees to do so. Please contact your relevant union for membership application forms. Your supervisor will be able to tell you the name of the union that represents your role. You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

If you have any questions regarding your appointment, please contact Katie Fischer, Team Leader Junior Medical Workforce, Medical Workforce Support Unit on (07) 4932 5016.

Congratulations on your appointment. I look forward to your contribution to the delivery of our health services and I hope you find your work enjoyable and rewarding.

Yours sincerely



Dr Michael Kirk  
**Director Medical Services**  
**Rockhampton Hospital**  
**Central Queensland Hospital and Health Service**

28 /11 / 2023

## Acceptance of Offer



Ref: Dr Igar Tarasyuk | BH

To Medical Workforce Support Unit  
Central Queensland Hospital and Health Service  
PO Box 871  
ROCKHAMPTON QLD 4700

I acknowledge your letter dated     /     /     and accept appointment to the temporary full time position of Registrar - Medicine, Central Queensland Hospital and Health Service, commencing Monday, 05 February 2024 (or other date as mutually agreed) and ending duties Sunday, 02 February 2025.

I confirm my acceptance of the offer of employment is in accordance with the Letter of Offer, *General Terms and Conditions of Employment* and other details as provided in the *New Employee Starter Kit*.

I understand that it is a mandatory condition of employment for roles in which I may be exposed to the risk of acquisition and/or transmission of a vaccine preventable disease (VPD) that I am vaccinated against, and remain vaccinated against, certain VPDs. I understand that my offer of appointment to this role is therefore conditional upon my consent and agreement to maintain vaccination as required by Queensland Health policy.

I agree to acquaint myself with, and abide by, the *Code of Conduct for the Queensland Public Service* and all policy, regulations, standards, procedures and work practices that operate within Queensland Health at any given time.

I understand that CQHHS is encouraging clinicians to use the "Find My Shift" rostering system and that while CQHHS take its obligation to protect my privacy and information seriously, it is not responsible for the content or the privacy practices of other websites or applications.

I will notify the Medical Workforce Support Unit if there is a change to my registration status. This includes but is not limited to the provision of an undertaking by me to the Australian Health Practitioners Regulation Agency (AHPRA); if new conditions are imposed or reprimands are given by AHPRA.

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Signature

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Date:

Name: Dr Igar TARASYUK

## **Attachment A**

### **Important Information – Fringe Benefits Tax**

Employees need to be aware that anything Queensland Health reimburses you for, or otherwise provides you, are fringe benefits which will have Fringe Benefits Tax (FBT) implications to consider. This is the case whether or not you are entitled to the fringe benefit, or the employer has otherwise agreed to provide it to you. These employer-provided benefits are also referred to as non-salary packaged benefits.

The FBT consequences for employees participating in salary packaging arrangements will differ depending on whether you are eligible or not to access the FBT exemption cap for public hospitals. Eligibility for the FBT exemption cap is purely a matter determined under the FBT legislation. It is the employee's responsibility to check their eligibility or otherwise for the FBT exemption cap. It is Queensland Government's strong recommendation that employees obtain independent financial advice prior to commencing salary packaging.

From the 2023/24 FBT year, there has been a policy change in the application of the FBT exemption cap for those employees eligible to access the cap. Salary packaged benefits will take first priority in applying the FBT cap in respect of the 2023/24 FBT year and future years.

This reverses the policy in place since salary packaging arrangements commenced in 2001 that NSPBs took first priority when applying the FBT cap to fringe benefits provided to eligible employees. It should be noted that there is no change in the policy in respect of the 2022/23 FBT year and prior years, nor is there any change to the scope of eligibility for the FBT cap.

Eligible employees who receive NSPBs and are salary packaging or are not salary packaging due to the risk of incurring FBT from exceeding the cap, will be able to receive greater benefit from the arrangements in 2023/24 and future FBT years if they wish to.

No employees will be adversely affected as a result of this policy change. However, if eligible employees choose to increase salary packaging to take full advantage from the FBT cap commencing from the 2023/24 FBT year, the Reportable Fringe Benefits Amounts (RFBAs) on Employee Income Statements will increase as a consequence.

Employees do not pay income tax or FBT on RFBAs, which are taken into account for income tests relating to Commonwealth benefits and surcharges. Further information on RFBAs is available here - [Understanding your Reportable Fringe Benefits Amount \(RFBA\) \(health.qld.gov.au\)](https://www.health.qld.gov.au/understanding-your-reportable-fringe-benefits-amount-rfba).

It is Queensland Government's strong recommendation that employees obtain independent financial advice prior to commencing salary packaging

For further information please refer to the Salary Packaging Information Booklet available from both Salary Packaging Providers:

Remuneration Services (Qld) Pty Ltd (RemServ)  
Phone: 1300 304 010  
Website: <https://www.remservsalarypackage.com.au/>

SmartSalary Pty Limited  
Phone: 1300 218 598  
Website: <https://qld.smartsalary.com.au/>





# Queensland Health

## General Terms and Conditions of Employment

### Acute Injury/Illness at work

Staff who are injured or ill at work should advise *their* Line Manager. If medical attention is necessary staff should present to the closest Emergency Department or their General Practitioner, as soon as possible, for assessment, treatment and investigation as necessary.

### Appropriate Use of Communications and Information Devices

You must ensure that your use of Queensland Health information is lawful, respectful and responsible and that accurate and current information is maintained within your facilities information records and systems.

Inappropriate use of Queensland Health communication and information devices is unacceptable and employees using such facilities inappropriately may be subject to disciplinary action. It is the policy of the Queensland Government that any employee found to have used government owned communication or information devices to download, store or distribute pornography will be dismissed.

You must understand and comply with the security procedures in the area in which you work and take all reasonable precautions to protect information and systems against unauthorised access, use, disclosure, modification, duplication or destruction.

### Assault in the Workplace

Queensland Health has a zero tolerance of any form of assault in the workplace, whether directed at a patient, client, visitor, fellow employee, or other person. Disciplinary action will be taken against any employee found to have committed such an offence. Refer to the *Code of Conduct for the Queensland Public Service*

[Code of Conduct for the Queensland public service | For government | Queensland Government](#)

### Child Safety – Capability Requirements and Reporting Obligations

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Communities, Child Safety Services.

All relevant health professionals are responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard

### Code of Conduct for the Queensland Public Service and Queensland Health Policy:

The *Code of Conduct for the Queensland Public Service* contains the four principles of ethical behaviour which apply to all public service employees:

- Integrity and impartiality
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

The *Code of Conduct for the Queensland Public Service* is available online at:

[Code of Conduct for the Queensland public service | For government | Queensland Government](#)

Queensland Health also possesses a comprehensive suite of policies and procedures which are also available online.

You are expected to understand and comply with both the *Code of Conduct for the Queensland Public Service* and policies, as failure to abide by the provisions may be grounds for disciplinary action including dismissal. If you have any questions about your obligations under the Code of Conduct or policies, or if you don't have access to the internet or intranet please talk to your manager or your local People and Culture unit.

### Completion of Employee Commencement Paperwork

To ensure accurate and prompt payment of salaries and wages, please forward all the required documents to your local recruitment team to coordinate entering into the Human Resource Management Information/Payroll system. Paperwork that is not fully completed will be returned, and this may delay the payment of your salary/wages.

### Confidentiality & Privacy

Maintaining confidentiality and privacy of information are essential in health care. You are required to maintain the highest standards of confidentiality irrespective of the position to which you are appointed. Any breach of confidentiality provisions may constitute an offence under Part 7 of the *Hospital and Health Boards Act 2011* and the *Code of Conduct for the Queensland Public Service*.

Privacy of information within Queensland Health is governed by the *Information Privacy Act 2009* which establishes a framework for the responsible collection and handling of personal information.

You are required to comply with the privacy provisions of the *Information Privacy Act 2009* during your employment and failure to do so may result in disciplinary action.

### Conflict of Interests / Engagement in Other Employment

All CQHHS employees have an obligation to ensure they do not abuse their position for personal advantage or act in a manner contrary to the *Code of Conduct for the Queensland Public Service*. There is also an expectation that any outside interests or employment will not bring CQHHS or the Queensland Government into disrepute.

The employee is required to identify and disclose any conflict of interest or engagement in other employment as soon as practicable. You must also disclose any conflict of interest or engagement in other employment prior to commencing with CQHHS.

If a conflict of interest arises, or if you intend to undertake other employment while you are an employee of CQHHS, you must disclose this to your line manager as soon as reasonably possible, but not greater than fourteen (14) days of the conflict of interest / engagement in other employment arising.

Human Resource – Declaring conflict of interest and engagement in other employment policy can be viewed: [https://qheps.health.qld.gov.au/data/assets/pdf\\_file/0033/1471659/cq\\_h53.pdf](https://qheps.health.qld.gov.au/data/assets/pdf_file/0033/1471659/cq_h53.pdf)

### Criminal History Checking

In accordance with chapter 5, part 6 of the *Public Service Act 2008*, Queensland Health has determined that criminal history checks will be conducted for all persons who are recommended for:

- permanent appointment; or
- all temporary or casual appointments

Existing permanent employees of Queensland Health who





# Queensland Health

## General Terms and Conditions of Employment

were permanently appointed prior to 1 August 2006 and who have maintained continuous permanent employment with Queensland Health since that date are exempt from this requirement.

All persons recommended for appointment to positions funded under the Aged Care Act 1997(Cth) or the Commonwealth HACC Program are required to undertake a Queensland Health Aged Care criminal history check.

### Disclosure of Previous Employment as a Lobbyist

Newly appointed employees are obliged to provide the Director-General, within one month of starting duty, with disclosure of employment as a lobbyist in the previous two years, as per the *Disclosure of Previous Employment as a Lobbyist Policy*.

<https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>

### Fringe Benefit Tax Liability (FBT)

In accordance with Clause 5 of the Queensland Health Salary Packaging Participation Agreement, the grossed-up taxable value of any non-salary sacrifice benefits is deducted from the \$17,000 grossed-up taxable value exemption cap before the grossed-up taxable value of salary sacrifice benefits. While FBT liability is the responsibility of the employer, if as a result of salary sacrifice benefits an employee exceeds the exemption cap, any resultant FBT liability will be recouped from the employee.

### Identification Badges

It is a requirement that you display your ID badge on your person at all times when you are on duty. The ID badge must be displayed in a position from which it can be easily read by another person. If you transfer or resign, you are required to return your identification badge to your supervisor.

### Intellectual Property Rights

Intellectual property rights created by you in the course of your employment with Queensland Health will be owned by the Queensland Government and managed by Queensland Health. Your role and responsibilities in regards to Intellectual Property created in the course of your employment will be set out in Queensland Health's Intellectual Property Policy and Procedures. For further information please email [IP\\_Officer@health.qld.gov.au](mailto:IP_Officer@health.qld.gov.au)

### Payment of Salaries and Wages

Your salary or wages will be paid in arrears through an electronic funds transfer to your nominated bank account. Payments are made on the second Wednesday (or Thursday for some financial institutions) following the conclusion of the previous roster fortnight (i.e. 10 days after the roster period ends).

### Performance Management

As a condition of your employment you are required to develop and participate in a performance appraisal and development process. On commencing your job, your supervisor will discuss with you the arrangements for your performance appraisal and development planning.

### Personal Property

Queensland Health will not accept liability for any loss, theft or damage to clothing, belongings or private vehicles while they are used or stored on Departmental grounds. Insurance of these items is your responsibility.

### Policy for Immunisation of Health Care Workers

Queensland Health is committed to providing a safe and healthy working environment for all health care workers and to ensuring the health and safety of all clients in health care settings. Immunisation guidelines for staff have been established and are managed through the Queensland Health Policy for Immunisation of Health Care Workers. The policy involves assessing risk of employees in relation to direct or indirect contact with blood or body substances, laboratory environments or exposure to infectious diseases. It is a mandatory condition of employment for roles in which the incumbent may be exposed to the risk of acquisition and/or transmission of vaccine preventable disease (VPD) that the incumbent be vaccinated against certain VPDs.

Your offer of appointment to this role is therefore conditional upon your agreement to maintain vaccination as required by Queensland Health policy.

### Probationary Period

If your appointment is permanent your appointment letter will indicate your probationary period. During this probationary period, your supervisor will discuss with you his/her expectations about the roles and responsibilities relating to your position. If you do not meet performance expectations, your probationary period may be extended once only by three (3) months or a recommendation may be made to terminate your employment.

### Professional Registration/Academic Record

It is mandatory for certain employees (eg. Medical, Nursing/Midwifery, Dental and Allied Health Professionals) to maintain registration with the relevant National Board or the relevant Medical/ Professional authority in Queensland. You are required to provide a certified copy of your current registration to your supervisor before you commence clinical duties. You must continue to provide proof of registration on an annual basis. You must provide certified copies of any educational qualifications required by your position to your supervisor before you commence duty.

Your qualifications must be kept current. You must advise your supervisor immediately if a qualification, licence or registration is suspended, expires, is modified or is cancelled as this may affect your on-going employment.

It is a requirement that registered health practitioners must, within 30 days of any of the following changes happening, give the National Board established for the practitioner's health profession written notice of the change and any evidence providing proof of the change required by the Board:

- A change in the practitioner's principal place of practice;
- A change in the address provided by the registered health practitioner as the address the Board should use in corresponding with the practitioner;
- A change in the practitioner's name.

### Recognition of Previous Service for leave and Salary Purposes

Previous employment with certain Government institutions and public sector organisations may be recognised for Long Service Leave and Sick Leave purposes.

Salary/previous employment with certain Government, Public Sector and private organisations may be recognised for salary increment purposes. Refer to HR [Policy C59 Determining Salary Levels Upon Appointment](#).



# Queensland Health

## General Terms and Conditions of Employment

If you think that you may be eligible for recognition of previous service, please forward evidence of previous service to Payroll Services.

### Reporting Incidents/Injuries Occurring at Work

All work-related incidents no matter how minor, must be reported on a 'Workplace Incident Report' form and forwarded to your Line Manager. The incident must be reported within 24 hours of the incident occurring.

### Resignation/Termination/Transfer

When you terminate your employment, you must give notice in accordance with the requirements of your Award. Before you leave employment, you must return all Queensland Health property (eg. uniform, laboratory coats, identification badges, library books, keys, live in/parking permits etc.) and complete a Separation Advice Form. Your Manager will be able to assist you with this process.

It is a condition that upon termination of your employment, Queensland Health will deduct any outstanding overpayments and/or interim cash loans in full, from any entitlements due to you, including accrued leave entitlements at the date of separation. Where the value of the outstanding overpayment and/or interim cash loan is in excess of the total amount owing to you at termination, you will be required to repay the outstanding amounts to Queensland Health as soon as possible after the termination of your employment.

It is your responsibility to liaise with your local payroll hub prior to your termination date to resolve any outstanding matters relating to your overpayments and/or interim cash loans.

### Rural and Remote Incentives

A range of allowances, bonuses and other incentives such as additional professional development leave entitlements exist for certain categories of employees working in rural and remote areas.

If you are going to be working in a remote area please speak to your supervisor to see if these entitlements apply.

### Salary Packaging

Salary packaging arrangements are available to all permanent and temporary full time and part time staff and to long term casual staff that are engaged on a regular and systematic basis for 12 months or more. The amount sacrificed must not exceed 50 percent of base salary and it is highly recommended that staff seek financial advice if full salary packaging is chosen. Please note, full salary packaging arrangements are not available to staff employed within FAMMIS or Public Health Services.

Salary Packaging Application forms and booklets are available by contacting: RemServ Remuneration Services on 1800 646 972 or visiting [www.remserv.com.au](http://www.remserv.com.au) or SmartSalary on 1300 218 598 or visiting [www.smartsalary.com.au](http://www.smartsalary.com.au)

### Shift Work

In accordance with current Award conditions, all employees working on a continuous shift basis may be required to work all shifts on a roster. These shifts may vary in length across a 24-hour period, Monday to Sunday inclusive. Following consultation with relevant unions, an employee may be required to participate in new or varied roster arrangements including 24-hour shift work, on-call and weekend rosters.

### Smoke-Free Workplace

In accordance with the Government requirements and Queensland Health's commitment to a healthier workplace, the Queensland Health Smoking Management Policy supports a smoke-free working environment. Smoking is only permitted in a Nominated Smoking Place and during designated breaks. Queensland Health employees may obtain assistance to quit smoking through the staff program 'Quit Smoking...for Life'.

### Superannuation

QSuper is the default superannuation fund for Queensland Government employees. If you are new to the Queensland public service and wish to use the default fund, you will be set up with a QSuper Accumulation account and are required to make contributions. You are able to choose another superannuation fund to which your superannuation contributions are paid. To do this, you will need to complete a choice of fund form. You'll also be required to make contributions.

Initially, employee contributions commence at 5% of gross salary, with a 12.75% employer contribution. Employees may request to contribute a minimum of 2%, but employer contribution will be 9.5%.

If you are employed on a casual basis, you are not required to make contributions to your superannuation account. The superannuation guarantee employer contribution (currently 9.5%) will be made to your account. Casual employees also have an option to make personal contributions and receive higher levels of employer contribution and insurance cover.

For further information about QSuper visit [www.qsuper.com.au](http://www.qsuper.com.au)  
For further information about choosing a superannuation fund, visit [www.forgov.qld.gov.au/superannuation](http://www.forgov.qld.gov.au/superannuation)

### Use of a Private Motor Vehicle

With the exception of Senior Medical Officers who receive a motor vehicle allowance, where an employee is required to use his or her private motor vehicle for official purposes, a motor vehicle allowance can be claimed.

The obligation for employees to meet the insurance requirements must be fulfilled before authorisation is given to use private motor vehicles for official purposes.

### Work Location

Although your appointment to Queensland Health is to a particular location, you may be required to work at an alternative location. You will be consulted with respect to any change to your location of work.

### Workplace Health and Safety

Queensland Health is committed to providing a safe, supportive and healthy environment for our staff, volunteers and other persons at the workplace. This commitment includes proactive continuous improvement in health and safety especially focussing on those issues that are preventable in nature. Contributing to establishing a safety culture is the responsibility of **everyone** within Queensland Health.

### Need more information?

The terms and conditions of employment provided in this document detail only the principal conditions and entitlements. Full details of the relevant award and Enterprise Bargaining Agreement can be found at <http://www.health.qld.gov.au/employment/conditions/awards-agreements/current/default.asp>



# Central Queensland Hospital and Health Service

## Medical Officers

### General Terms and Conditions of Employment

#### Commencement

Please note that on the day of your commencement you are required to present to the Director of Medical Services/Medical Superintendent (or delegate) who will sight and sign a copy of your ID and your AHPRA Public Access Register listing to confirm that your registration and conditions permit practice in the position to which you are appointed.

Your registration must be confirmed and verified prior to your commencement of duty.

#### Offer of Permanent Employment – International Medical Graduates

If you have been offered permanent employment, your permanent employment status is subject to you obtaining permanent resident status in Australia and full registration with the Medical Board of Australia.

#### Medical Registration

Where it is a requirement of their position, employees must maintain the relevant registration or licence and provide evidence on an annual basis. The attention of Medical Staff is specifically drawn to the Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010.

It is a requirement that registered medical practitioners must, within 30 days of any of the following changes happening, give the Medical Board of Australia written notice of the change and any evidence providing proof of the change required by the Board:

- A change in the practitioner's principal place of practice;
- A change in the address provided by the registered health practitioner as the address the Board should use in corresponding with the practitioner;
- A change in the practitioner's name.

#### Medical Board of Australia Requirements for Overseas-trained Doctors

Appointees have an obligation to initiate contact with their Clinical Director (or other supervising consultant) to ensure the required assessments are completed, with copies supplied to the Medical Workforce Support Unit.

Registrants who do not hold general or specialist registration need to be expressly aware of the scope of their registration as it definitively describes the limit of departmental (i.e. workplace) responsibility which may be undertaken individually by each medical officer registered in this category. Any concerns regarding the workplace effect of the scope of limited registration should be directed to Director of Clinical Training (for Interns, Junior House Officers and Senior Officers) or Director of Medical Services (for Principal House Officers, Registrars, Senior Medical Officers and Staff Grade Medical Officers).

#### Medical Indemnity

Queensland Health is committed to providing a supportive working environment for its medical practitioners to enable them to undertake their duties in a professional manner. Medical practitioners engaged by Queensland Health to perform clinical or other services will be indemnified for claims made against them. Further information is available from the Executive Director of Medical Services and is contained in [HR Policy 12](#) Indemnity for Queensland Health medical practitioners.

#### Travel (in addition to Relocation Expenses)

Payment of one-way economy airfare will be authorised for the doctor and immediate family (spouse and dependent family members usually residing with doctor) from place of residence at time of recruitment, to the centre or primary location within CQHHS. Alternatively, rail travel or private motor vehicle expenses will be allowed as set out in HR Policy D4. Payment of costs associated with reasonable in- transit accommodation and meals will be in accordance with HR Policy D4.

#### Relocation Expenses – Resident Medical Officers

Reimbursement of the costs of relocating furniture and effects based on actual expenses supported by two quotes and receipts from location at time of recruitment.

#### *For doctors relocating from overseas:*

Up to maximum of AUD \$5,000.

#### *For doctors relocating from within Australia:*

Up to a maximum of AUD \$2,500.

#### Refund of Relocation Costs on Termination

In accordance with HR Policy D4, the following provisions will apply with respect to refund by the doctor of these costs on termination prematurely (except for retirement, retrenchment, death, medical unfitness or termination of contract other than by disciplinary action):

Under 6 months' service – Full Cost;

6 months after taking up duty before completing 9 months – 2/3 Cost;

9 months after taking up duty before completing 12 months – 1/3 Cost.

#### Time Limit on Claim

All claims for reimbursement must be submitted within 12 months of commencement.

#### CQ Hospital & Health Service Website

For more information please visit:

[CQHHS](#)